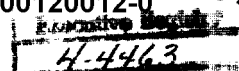


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7 August 1953

MEMORANDUM FOR: Administrative Officers of Senior Staffs
and Area Divisions

SUBJECT: Schedule for Administrative Officers' Meetings

REFERENCE: Memo to above addressees, same subject,
dated 8 May 1953.

1. The above referenced memorandum is hereby cancelled.
2. The following schedule of meetings is established:
 - a. Area Division Administrative Officers - 2nd Thursday of each month, beginning 13 August, 3:00 p.m., to be held in the office of the Chief of Administration (2020 K Building).
 - b. Senior Staff and Area Division Administrative Officers - 3rd Thursday of each month, beginning 20 August, 3:00 p.m., to be held in 1045 L Building. However, the 20 August meeting will be held in 1402 I Building.
3. No further notice of meetings will be issued except in cases of cancellation or postponement.
4. It is requested that items for discussion at the meetings listed in paragraph 2.b. be sent to the office of the Chief of Administration by the Friday before each meeting so that an agenda may be prepared and distributed.

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Chief of Administration, DD/P

SEE	10	REV DATE	05/02/81	BY	010995
DATE COMP		DATE	05	TYPE	01
ORIG CLASS		PAGES	1	REV CLASS	11
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